

1.  
This is an optional activity. To "pass" this practice quiz, you must receive 100%, or 1 out of 1 point, by completing the activity below.

#### Activity Overview

In the activity [Add estimation](#), you updated the Virtual Verde Product Backlog by adding effort estimation to user stories and acceptance criteria. Here, you will add those same estimates and prioritize them using Asana.

#### Step-by-Step Instructions

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Step 1: Log in to Asana or create a new account

*This activity involves some Asana Premium features. You will not be able to complete all of the activity steps without an active Premium trial or Premium account.*

If you don't have an Asana account, you can create one for free [here](#). When you sign up, your free 30-day Premium trial will start automatically. If you signed up for Asana in an earlier course and are still within the 30-day trial, you can [log in](#) to that account to access Premium features.


If you already have a free Asana account, or your free 30-day trial has ended, you can [create a new account](#) to start a new trial and access Premium features for this activity.

Step 2: Download the Backlog template as a CSV file

Before you add estimation, you'll need to download the Backlog template as a CSV file and then import it to Asana.

*Note: .xlsx files are not compatible with the Asana [CSV importer tool](#).*

Download the template as a CSV file:

 [Asana Backlog Template with Estimation CSV File](#)

Step 3: Upload the CSV template to Asana to create a new project

To [create a new project using the CSV file](#), follow the instructions below:

- . From the Asana Home screen, go to *Recent Projects* and select *New Project*.
- . Choose *Import spreadsheet*.
- . You'll be prompted to give your project a name. Title it "Virtual Verde Backlog." (You also have the option to adjust your *Team* and *Privacy* settings, but you don't need to change them for this exercise.)
- . Choose *Select file to import*.
- . On the next screen, choose *Select a CSV file to import* to upload your file. (You can also drag and drop your CSV file to the upload area.)
- . Finally, select *Go to project* to launch your new project in [List view](#).

Once you've created your new project, it should resemble the screenshot below:

Virtual Verde Backlog

Overview **List** Board Timeline Calendar Dashboard Messages Forms Files

+ Add task

All tasks Filter Sort Customize

Task name	Assignee	Due date	Epic	Value	Estimate (Sto...	
▼ Backlog						
▶ Low-maintenance options 2			Plant Care I...	\$55		
▶ Plant care tips 2			Plant Care I...	\$55		
▶ Plant care tools 2			Plant Care I...	\$5		
▶ Watering reminders 2			Plant Care I...	\$5		
▶ Expert help and advice 2			Plant Care I...	\$		
▶ Return Policy 2			Plant Care I...	\$5		
▶ Bonsai Selection 2			Bonsai trees	\$55	13.00	
▶ Bonsai Styles 2			Bonsai trees	\$5	8.00	
▶ Bonsai Tools 2			Bonsai trees	\$5	13.00	
▶ Bonsai History 2			Bonsai trees	\$5	13.00	
▶ Bonsai Techniques 3			Bonsai trees	\$55	21.00	
▶ Bonsai Shipping 2			Bonsai trees	\$	5.00	
Add task...					SUM	73.00

#### Step 4: Add the effort estimation

When you imported the CSV file, Asana automatically generated some [custom fields](#) for your Backlog: “Epic,” “Value,” and “Estimate (Story Points).”

Use the dropdowns in the “Estimate” column to add estimates to your Backlog items. You can enter your estimations from the last activity *or* use the ones from the list below:

Low-maintenance options: 8

Plant care tips: 8

Plant care tools: 13

Watering reminders: 5

Expert help and advice: 8

Return policy: 5

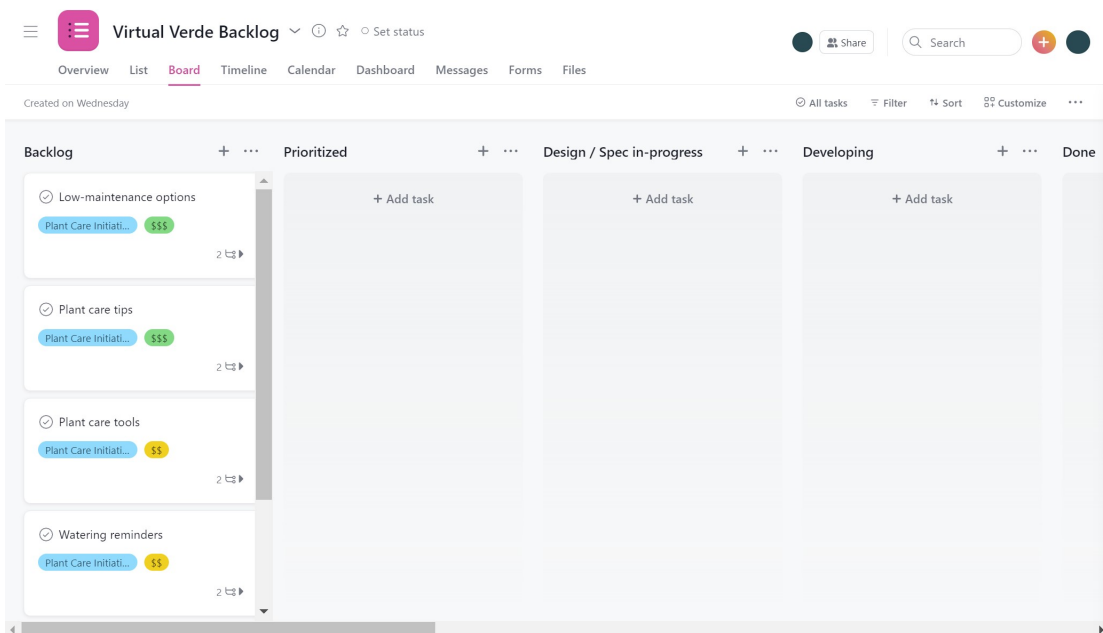
#### Step 5: Sort user stories

Experiment with [sorting your user stories by custom field](#). Depending how you want to organize your Backlog, you could choose to sort by the “Epic,” “Value,” or “Estimate” fields.

Finish by sorting your project by “Value.” Then, select the three dots at the upper-right corner of the Backlog and choose *Save layout as default*. This will make sorting by “Value” the default layout for this project.

#### Step 6: Access Board view

Once you’ve organized your user stories, [switch to Board view](#) to work with them in a Kanban-style Backlog. Finally, to make Board view the default layout, select the three dots at the upper-right corner of the Backlog and choose *Save layout as default*. Your finished Backlog should resemble the screenshot below:



The beauty of using a tool like Asana to manage a Backlog is how quickly and easily you can convert your plans into action! You can give each user story an assignee and a due date to make it clear who's responsible for what, and when it needs to get done. Then, you can keep everyone on the same page by publishing weekly status updates, highlighting accomplishments, progress, and blockers. For more information on using Asana for Agile processes, check out Asana for Agile and Scrum.